

25X1A8a

DRAFT MEMORANDUM TO ALL MEMBERS OF [REDACTED] STAFF

FROM: [REDACTED] 25X1A8a

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SUBJECT: Preparation of [REDACTED] Briefs on Current Developments

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1. It is in the interest of [REDACTED] commitments, not only to the Clandestine Services elements, but also to ~~to other U.S. agencies and~~ to foreign liaison services, that we maintain and even increase the output of current materials on the developments in the various aspects and components of International Communism.

2. Each of you is requested to be especially watchful, during the course of your regular work, for information or developments which would lend themselves to the preparation of a short but pertinent "spot" briefs which would be of interest and assistance to all concerned.

3. While I understand that all of us are overcommitted as it is, it is nevertheless essential that we maintain and even step up the outflow. ~~Unrestricted~~ I believe it is possible to produce a valuable contribution to the overall effort in this proposed form without noticeably increasing the workload of the individual

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[REDACTED] staff member.

4. 2 orders to facilitate speed up production  
The following procedure is to be followed:

a) Shows of potential interest to

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Each [REDACTED] General Chief  
will prepare a statement  
of reflecting the interests  
of his Division service in  
his own view. The statement is to  
will be forwarded to DC/CI/ICD ~~within~~  
by 24 March.

b.) DC/CI/ICD will consolidate  
these statements and forward  
them to all ICD members for  
their guidance by 11 March.

c. Nym receipt of the

yourance statement  
 each <sup>25X1A8a</sup> [redacted] member will  
 forward through his branch  
 chief, or, when there is no  
 branch chief, directly to [redacted] 25X1A8a

recommendations, ideas, items  
 of current interest to [redacted] 25X1X7  
 25X1A8a

25X1X7

[redacted] will  
 ensure speedy preparation  
 of suitable items, either through  
 the branch chief, or, when  
 there is no branch chief, directly  
 through the originator.

d. Branch chiefs <sup>responsible</sup> are responsible  
 for the speediest possible  
 servicing of requests from  
 liaison the extent they  
 are necessary through routine  
 channels.

e. This procedure is to generate  
unsolicited items.